Welcome

Slide notes: Welcome to the lesson Introduction to CM/ECF.

Navigation Instructions
Slide notes: These are the instructions for navigating through this lesson module. When you are ready to start the lesson, click the Continue button.

Objectives

Slide notes: Here are the objectives for this lesson. These are the things you will be able to do when you complete it.
After reading through these objectives, click the Continue button.
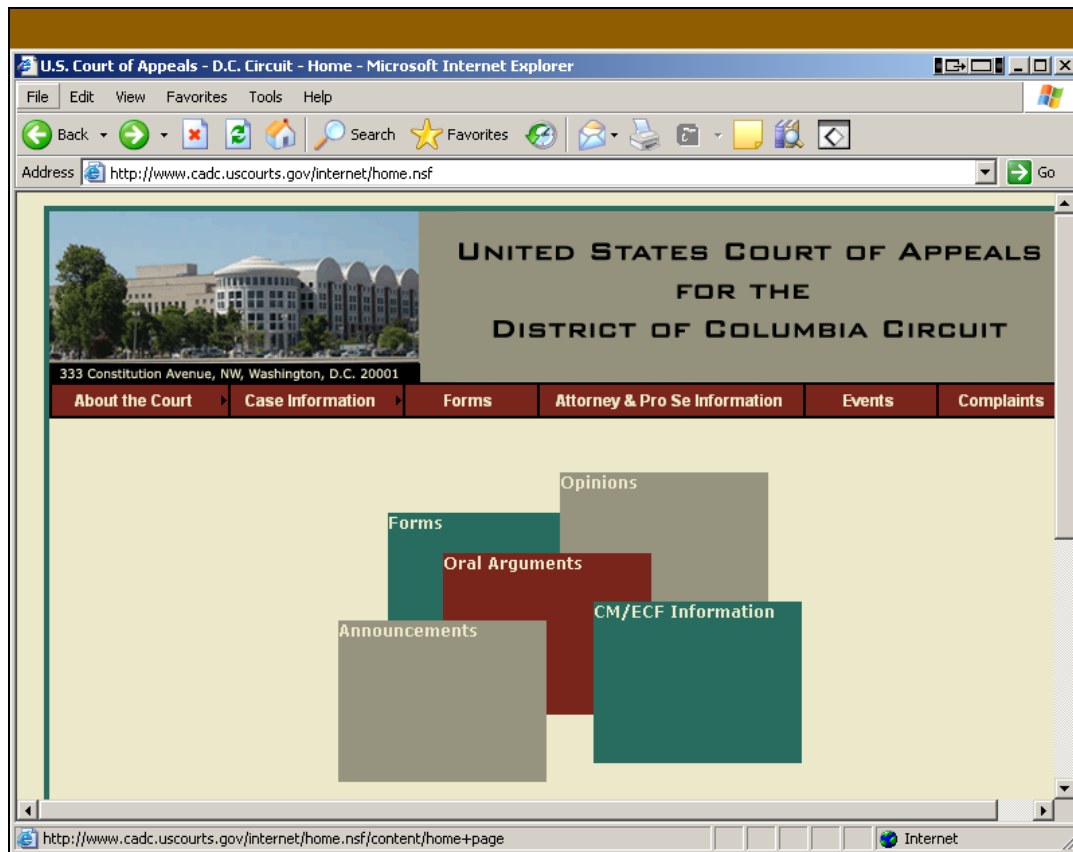
Slide 5

Slide notes: We'll begin by logging into the CM/ECF application. We've used Internet Explorer to navigate to the court's home page. Click on the window pane labeled "CM/ECF Information".
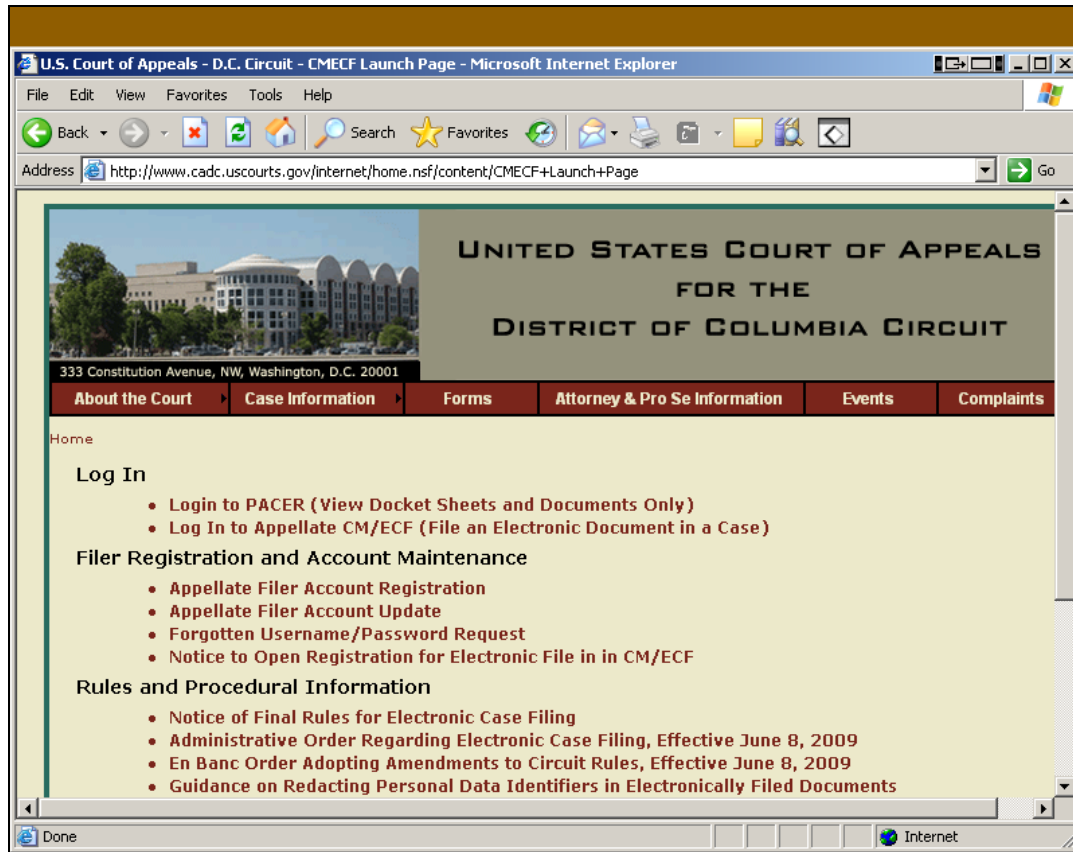
Slide 6

Slide notes: From this page you can log in to PACER to view the docket or to CM/ECF to file a document. A link is also provided to register to file electronically. This page also includes links to pertinent rules and administrative orders, technical information, training, and contact information. Click on Log In to Appellate CM/ECF.
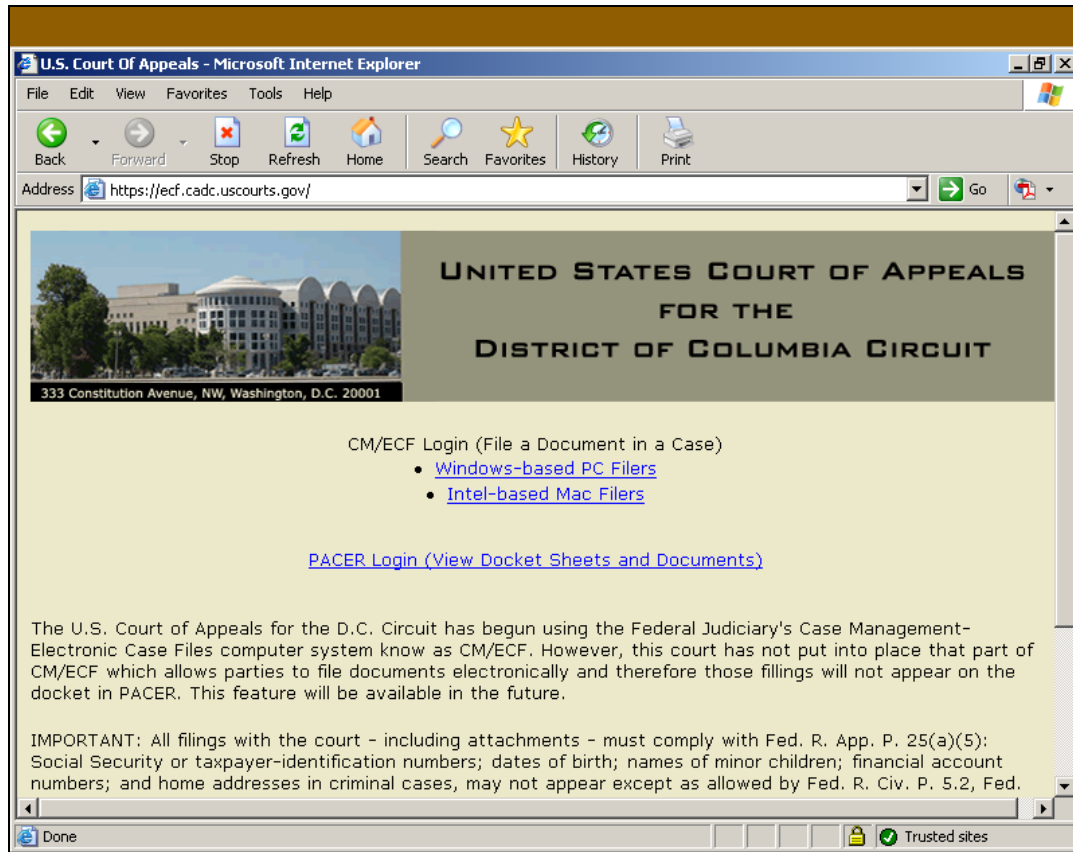
Slide 7

Slide notes: Notice that there are two links provided under the CM/ECF Login section. The first link, labeled "Windows-based PC Filers" is for computers running any Microsoft Windows-based operating system.

The second link is for Intel-based Apple Macintosh operating systems. For this lesson, we're using a Windows-based operating system, so click labeled link for "Windows-based PC Filers".

Login Screen

Slide notes: The Appellate CM/ECF Login page loads.

On this screen you need to enter the login and password that were assigned to you for electronic filing purposes. This is different than the normal PACER login and password used for retrieving information from the PACER Service Center.

Both the login and the password are case sensitive. This means you must enter them in upper or lower case exactly as they were assigned to you.

The Client Code is optional. It's used to help you keep track of PACER fees by client.

We'll begin by entering your login. For this lesson module, we will assume your are Mary Zawacki, and you are going to file an entry of appearance form for Big Wheel Energy, the appellant in one of your cases.
In the Login field, type "MZawacki", then press the TAB key.

Slide 9
Slide notes: In the Password field, type "Test2009" (with a capital T), then press the TAB key.

Slide 10
Slide notes: For the Client Code, type "Big Wheel", then press the Tab key. Be sure to put a space between the words "Big" and "Wheel".
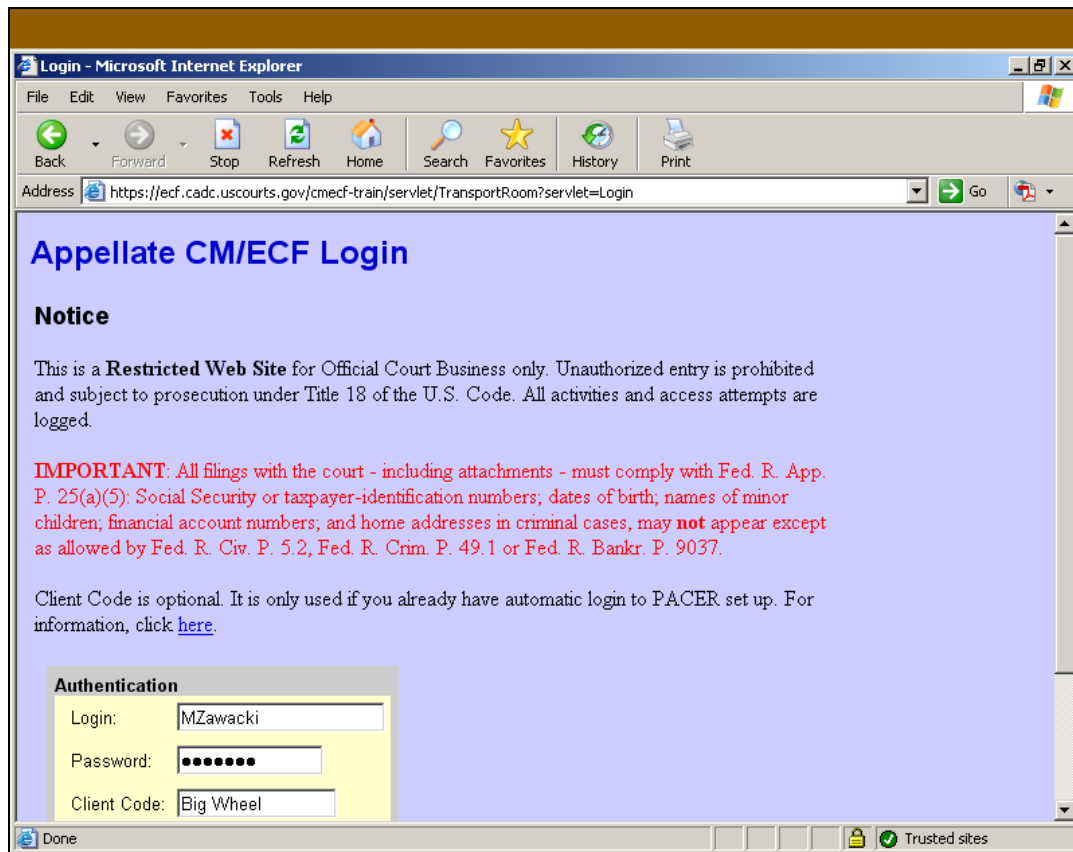
Slide 11
Slide notes: You'll need to click the scroll bar to see the Login button at the bottom of the page.

Slide 12

Slide notes: Next to the Login button is the Clear button. The Clear button can be used to clear all the information you entered from the fields above. Let's assume our information is correct and we want to login.

Click the Login button.
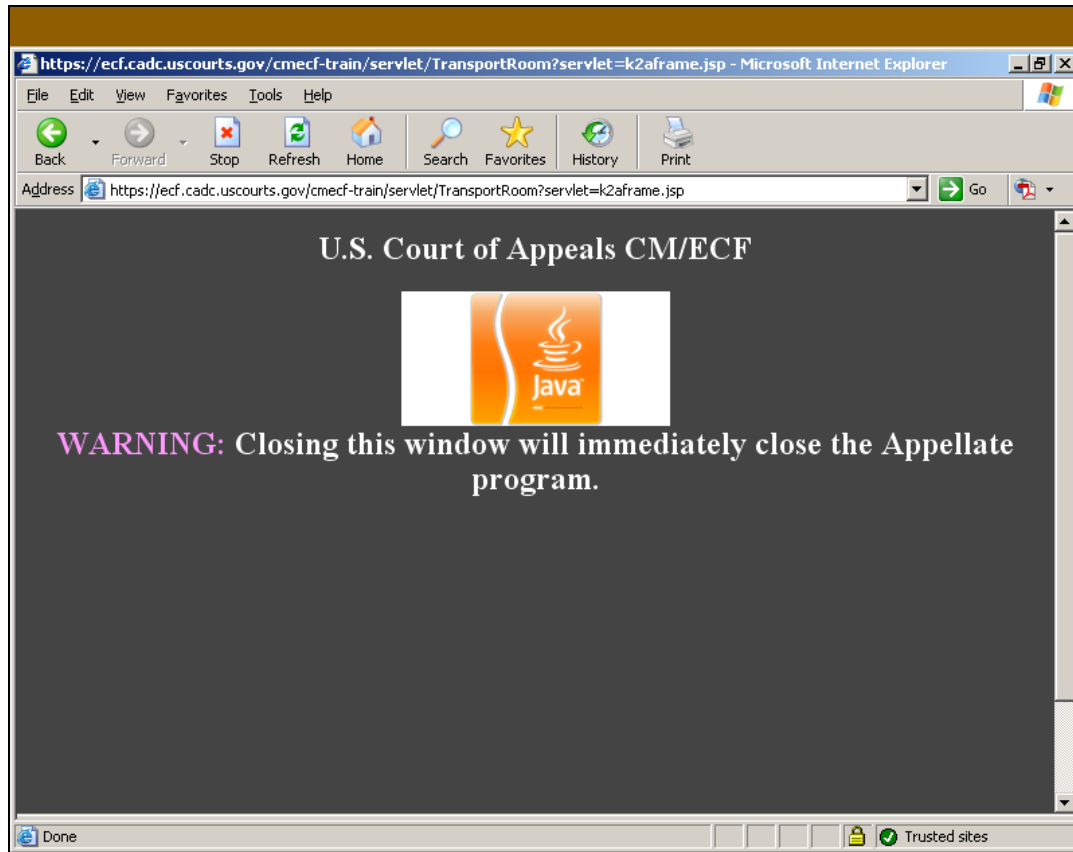
Slide 13

Slide notes: This page, or something similar, will appear as the page loads. You might also see a security warning pop-up in your browser. You should acknowledge any such messages and continue. If you're prompted to accept a certificate, you should accept it.

One last note. If you receive a pop-up message asking if you'd like to display both secure and nonsecure items, please press the Yes button.

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security warning pop-up in your browser. You should acknowledge any

Main Menu

Slide notes: When the login process is complete, CM/ECF shows you the Startup Page. There is a menu at the top of the page. This is the main CM/ECF menu.

You will have five menu items to choose from: Docketing, Reports, Utilities, Logout, and Help. We'll briefly discuss each item in this module.
To begin, click on the Docketing menu.

Slide 15

Slide notes: This menu contains the option to File a Document. We talk more about that in just a minute. For now, click on the Reports menu.

Slide 16

Slide notes: This menu contains the option to run a PACER Report. Clicking this option would open the PACER login screen in a new window. We won't do that now though. We'll see an example of a PACER Report later in this module.

Let's move on to the next item. Click on the Utilities menu.

Slide 17

Slide notes: The Utilities drop-down menu reveals Notice for Cases of Interest and Update My Account.

The Notice for Cases of Interest menu can be used by a CM/ECF public filer or interested person to receive electronic notices of docket activity for cases of interest to them. The Update My Account option can be used to update you user account profile.
Now, let's move on to the Logout menu. Click on the Logout menu option.

Slide 18

Slide notes: The Logout CM/ECF option under this menu is used to end your CM/ECF session. We'll do that at the end of this module. For now, let's move on the next menu item. Click on the Help menu.
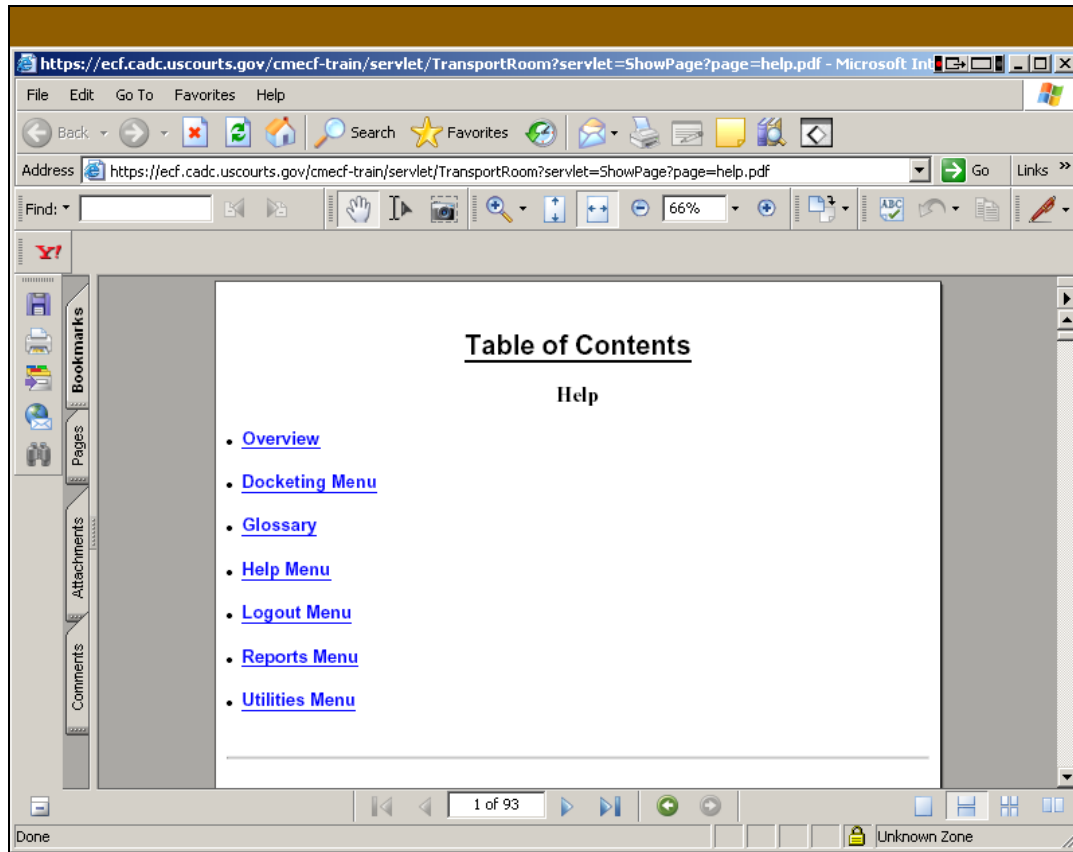
Help File

Slide notes: The Help menu can be used to get information about how to use the CM/ECF application. The first option, Help, will open the CM/ECF Help file. Let's take a look at that file now.
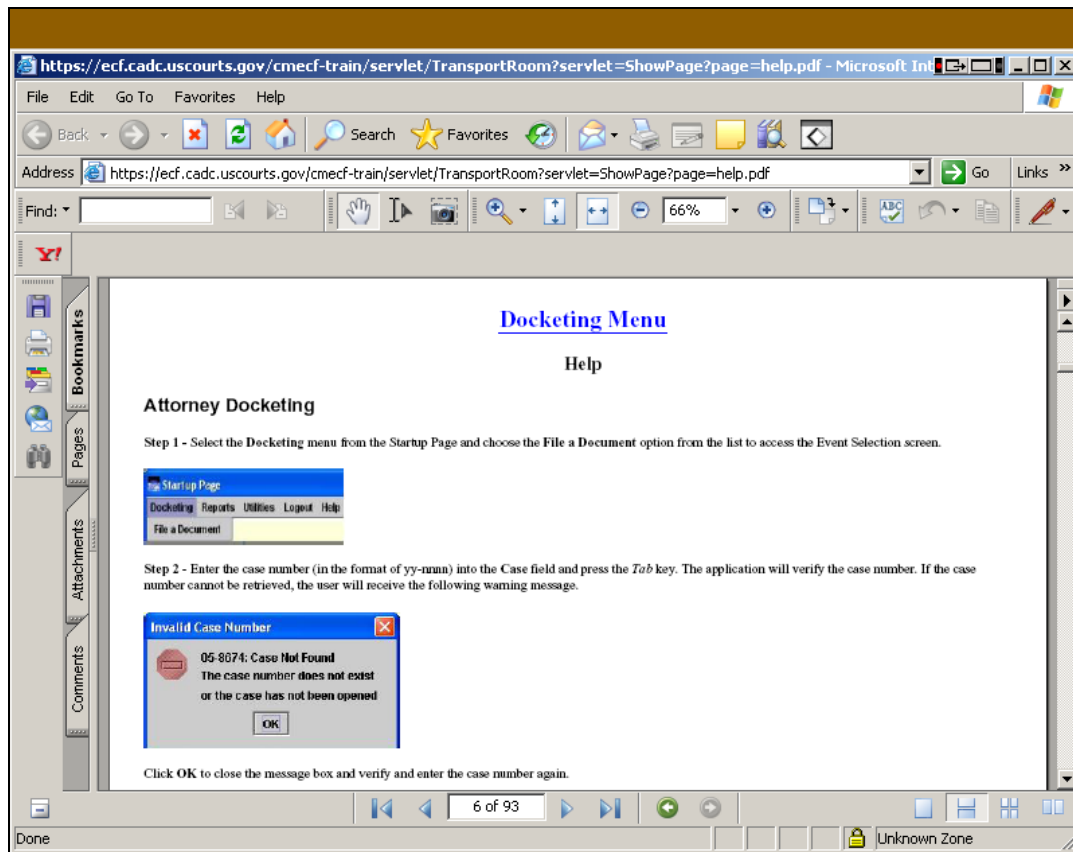
Click on the Help menu item.

Slide 20
Slide notes: This is a transition slide.

Slide 21

Slide notes: The Help file will load and display it's Table of Contents. The headings are links to other parts of the document. As an example, click on the heading labeled Docketing Menu.

Slide 22

Slide notes: The browser then jumps down to the page that explains the Docketing Menu. That's a quick look at the Help file. To close this file, click on the X in the upper right-hand corner.

Slide 23

Slide notes: This returns you to the CM/ECF Startup Page. Let's look at the "About CM/ECF" menu item under the Help menu. To locate this option, click on the Help menu again.

Slide 24
Slide notes: Click on About CM/ECF.

Slide 25
Slide notes: This is a transition slide.
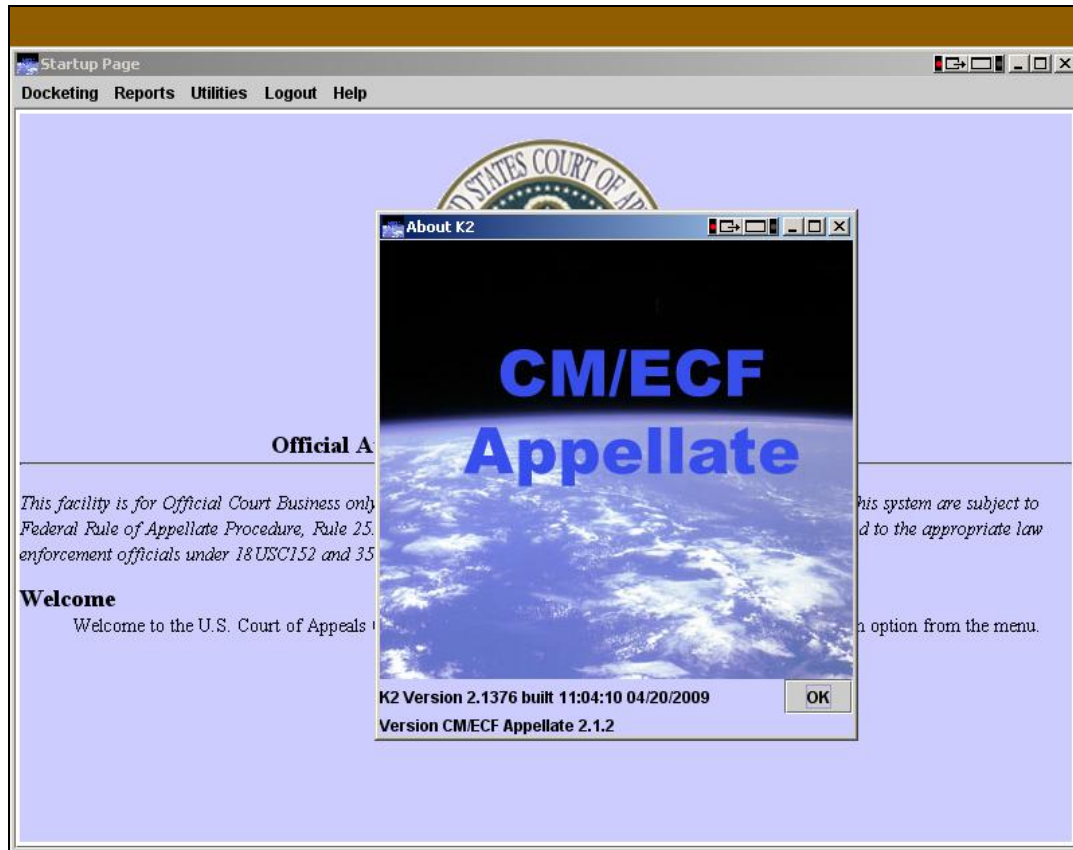
Slide 26
Slide notes: The About CM/ECF window appears. This screen displays CM/ECF version information. Click OK to close this window.

Docketing Screen

Slide notes: Now, we're back at the Startup Page again. Normally, this page is available when CM/ECF is running, however, it's possible that you might accidently close it.

If that happens, simply return to the "Warning" page and click on the CM/ECF logo. This will reload the Startup page. Now, we're going to take a brief at the Docketing menu. Click on Docketing in the main menu.

Slide 28
Slide notes: Click on File a Document.

Slide 29
Slide notes: This is a transition slide.

Enter a Target Case

Slide notes: The Docketing window opens and displays the Event Selection screen segment. By default, the system selects the first event category, along with the first associated event.

In this case, it has selected the category "Appendices or Joint Appendix" and the "Appendix Filed" event. We're going to changes these selections.

But, before we do that, let's enter our target case number. You should always enter your target case number before selecting any category or event.

The case number is made up of a two-digit year, followed by a dash, and then a four-digit number. Now, let's enter our case number. For this lesson, please enter the sample case number 09-1999.
When you're finished, press the TAB key.

Select a Category and Event

Slide notes: CM/ECF retrieves the case title for the case number you entered and displays it at the top of the screen. You should first verify that this is the correct case before you continue.

You'll notice the system uses the current date as the Filed Date. This date cannot be changed.

Also note that CM/ECF instructions to you on the screens are in blue text. If you're ever unsure about what to do, be sure to read the instructional text on the screen.

You must now tell CM/ECF what you are adding to the docket of this case by selecting an event category in the left pane, and then an event in the right pane.

You do this by clicking a radio button for the category, then a radio button for the event within that category. As you click the button for an event category in the left pane,

the events list in the right pane will change to reflect the events in that selected category.

To illustrate, let's pretend we're filing an Entry of Appearance form. The correct category for this event is Statements and Initial Submissions. In order to select this option though,

you'll need to scroll in this list of caterogies. Click in the scroll bar to display additional items.

Slide 32
Slide notes: Click on Statements and Initial Submissions from the list of categories.

Slide 33

Slide notes: Notice that the events for this category appear in the event pane. You now need to select the event you want to docket. For this example, click on Entry of Appearance Filed.

Slide 34

Slide notes: Now that you have the correct category in the left pane and the correct event in the right pane both selected, click the down arrow in the scroll bar to scroll down.

Slide 35

Slide notes: If you were filing a document in consolidated cases, the Applied Case Selection box would have those related cases listed, along with your target case.

As the blue instructional text indicates, you would select the appropriate associated cases here before you continue.

Since our practice case has no associated cases, our filing only affects our target case.

You would normally click the Continue button to proceed with docketing this form. But, we're not going to do that now. This event is explained in detail in our Entry of Appearance Electronic Learning Module.
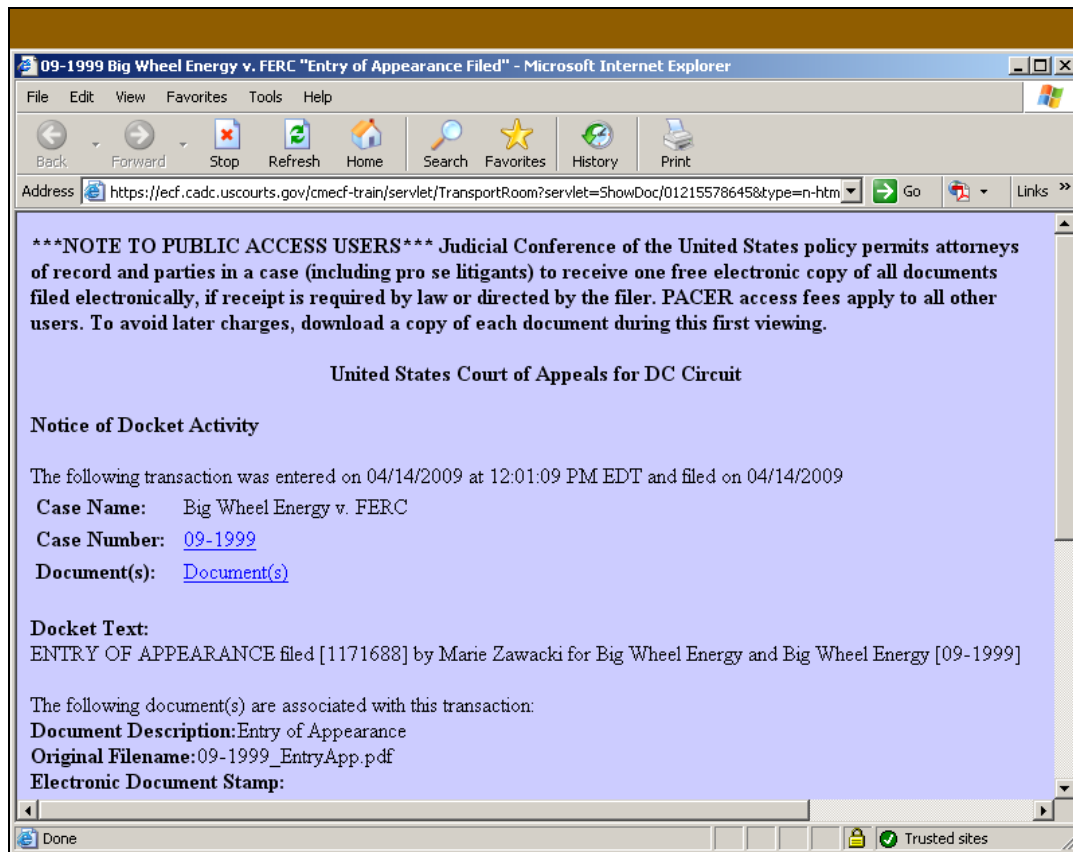For now, click the close button.

Slide 36
Slide notes: An OK to close dialogue box will appear. Click on OK.

Slide 37

Slide notes: Closing the Docketing window will return you to the Startup Page.
Had we completed that docket entry, we would have received an electronic Notice of Docket Activity or NDA. Let's take a look at a sample NDA.
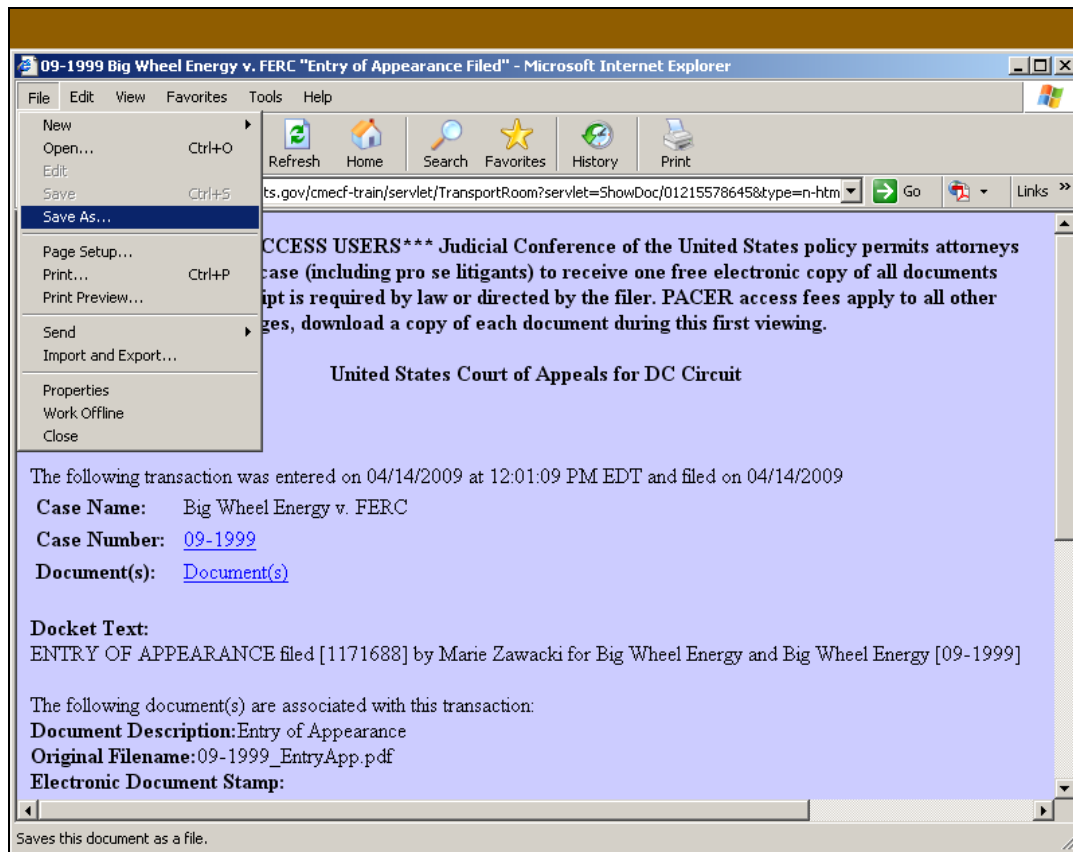
Save an NDA

Slide notes: Here's a sample NDA that was sent following the filing of an Entry of Appearancel form.

An NDA is your proof that the transaction was accepted by the court. It's a good practice to save a copy of these notices on your computer. To do that, click the File menu in the browser window.
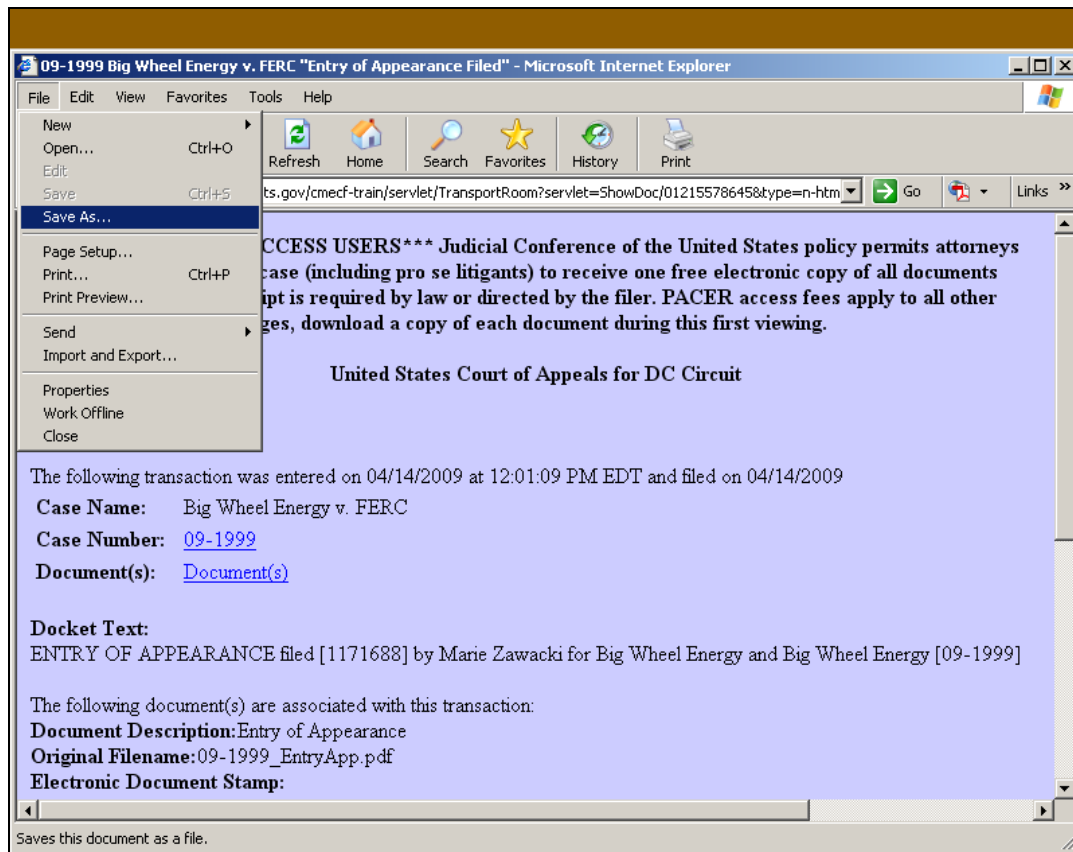
Slide 39
Slide notes: From the drop-down menu, click Save As ...

Slide 40
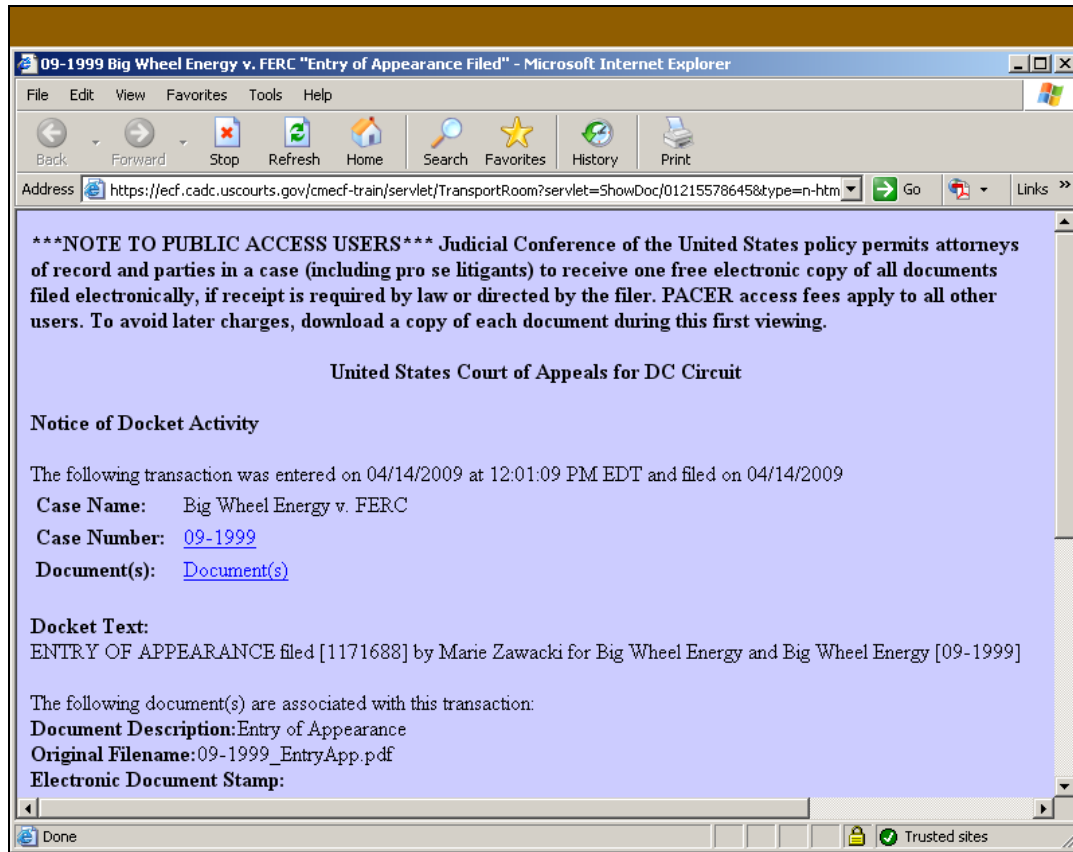Slide notes: This is a transition slide.
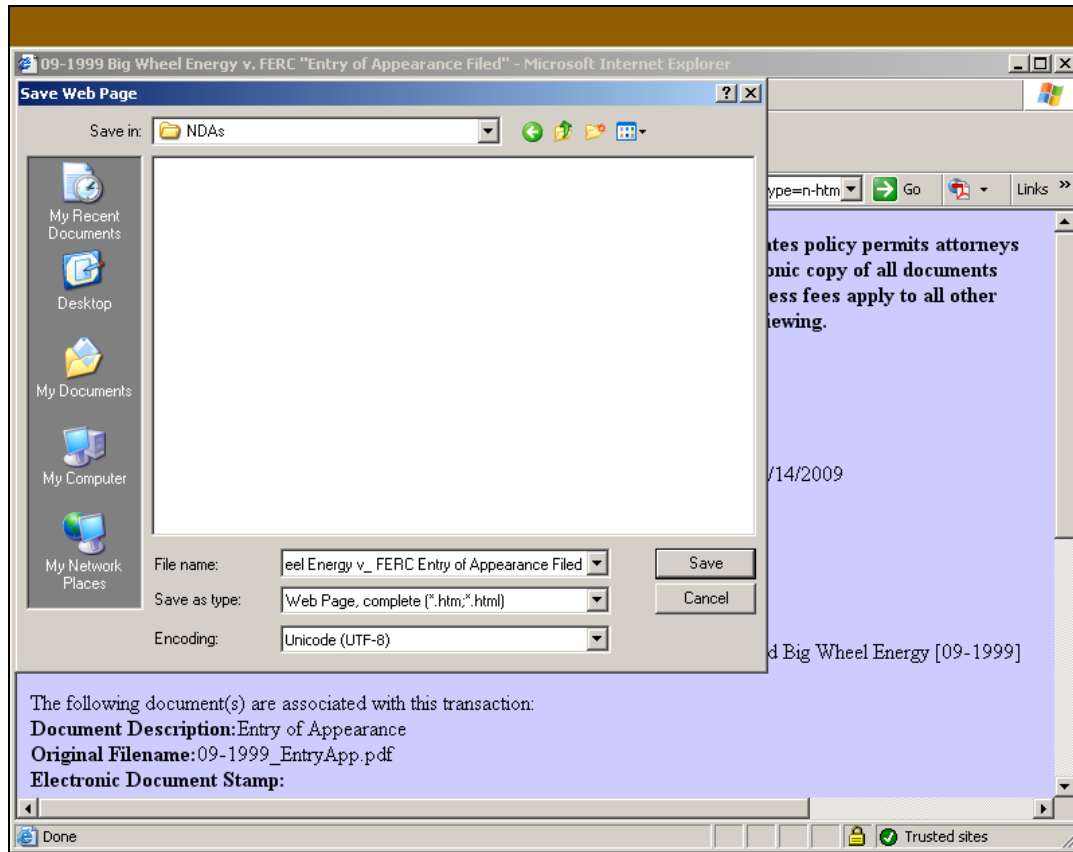
Slide 41

Slide notes: The file name will be entered for you, but you can change it if you want. Also, in this example our file will be saved in the NDAs folder, but you can also change the "Save in" folder to another location.

For this example though, we'll leave everything as is. Click the Save button.

Parts of an NDA

Slide notes: Now that we have saved a copy of the NDA, let's take a closer look at it.

The notice includes the case name and the case number. The case number is a hyperlink to the docket report for this case. We'll look at the docket report in just a moment.

The notice also includes a hyperlink to the document or documents that were submitted with this docket entry.

In this case it would be a hyperlink to the Entry of Appearance form associated with this docket entry.

The notice also includes the docket text that was created by the filing, along with information about the document that was submitted. To see the rest of the notice, click the down arrow in the scroll bar.
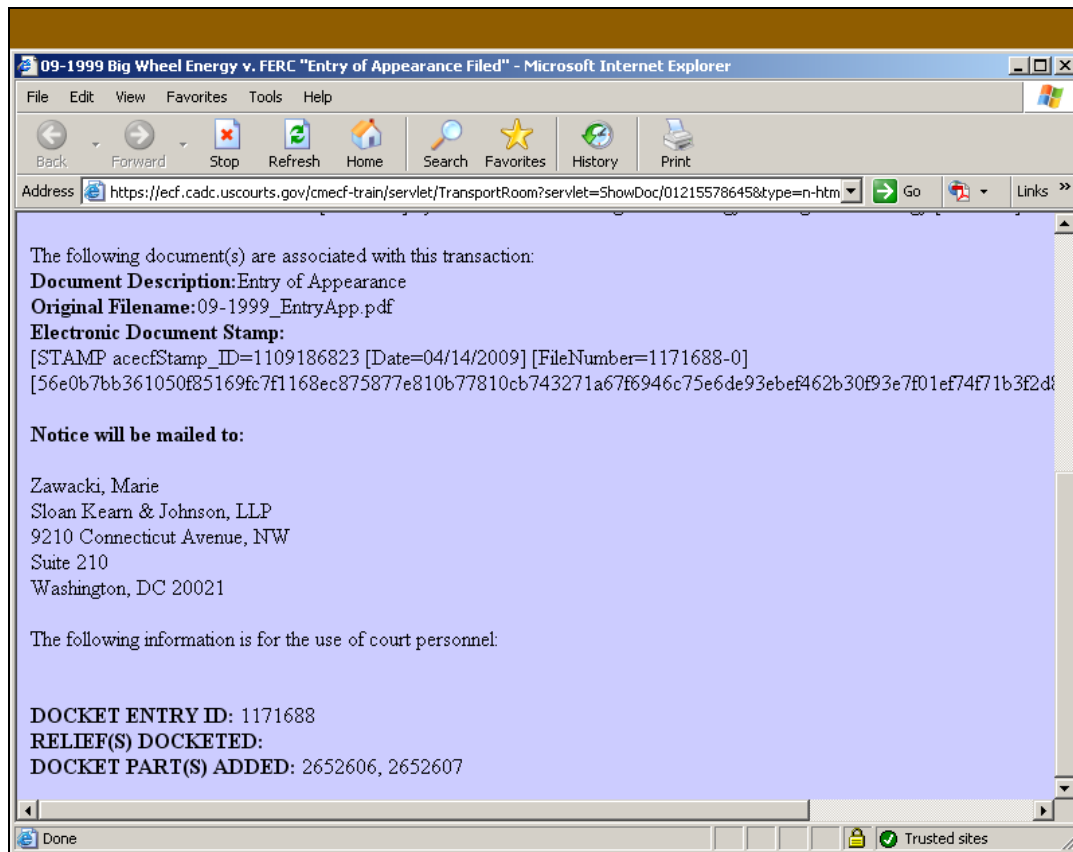
Slide 43

Slide notes: Service information is located near the bottom of the notice. First, it indicates who will receive notice electronically by E-mail, although in this example, no electronic notices were sent.

Then, as shown here, it indicates who will need to be noticed by normal mail. The information at the end of the notice is for court personnel. Click the up arrow on the scroll bar to return to the top of the notice.
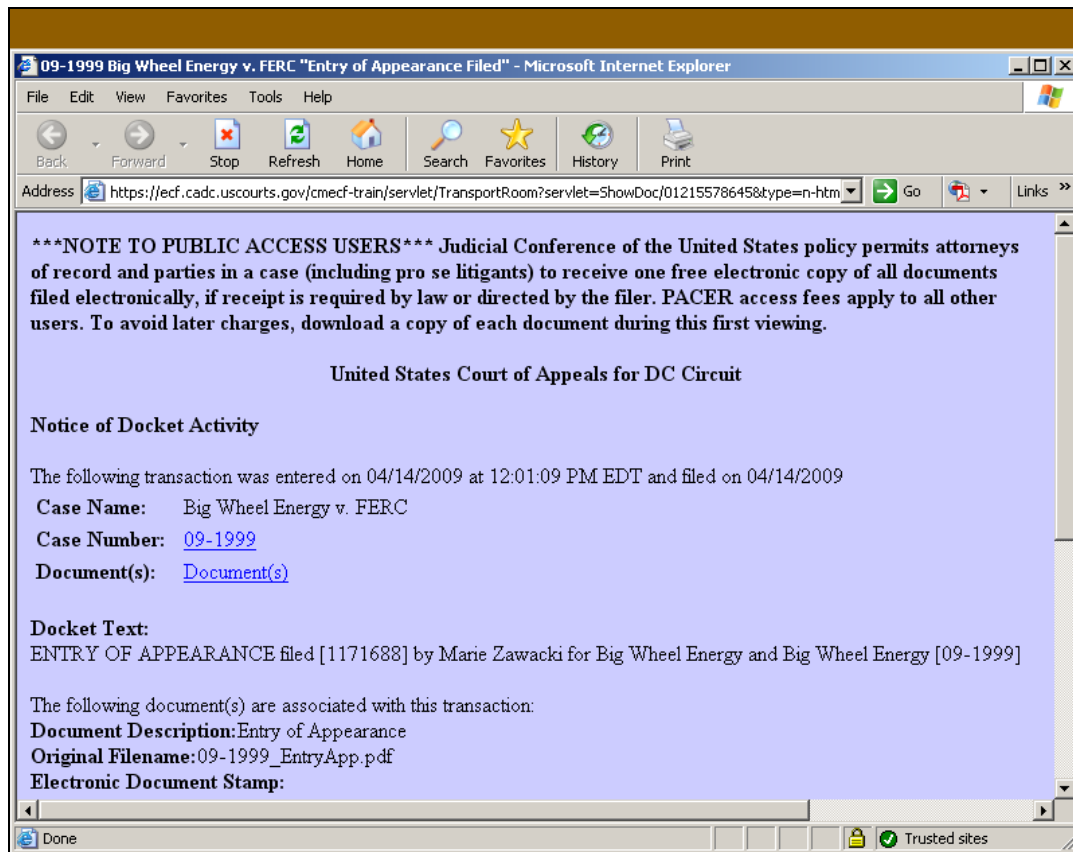
View Docket Report
Slide notes: Remember, the case number is a hyperlink to the docket report for this case. Let's see how that works. Click the case number hyperlink.

Run a Docket Report

Slide notes: CM/ECF offers you some choices about what to include or exclude from the docket report. Everything is selected by default. You would click the check box to de-select any item you don't want to include.

We'll leave them all checked. Click the Run Docket Report button.
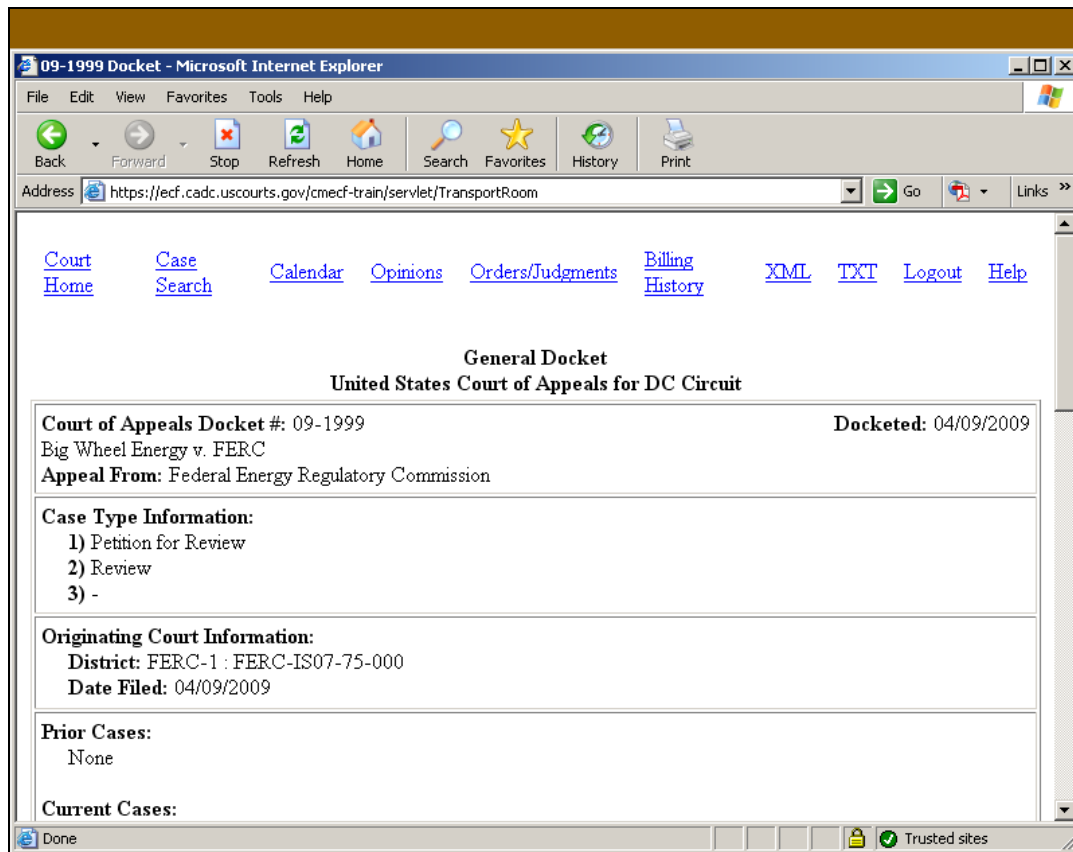
Slide 46

Slide notes: The docket report is displayed. The docket report is sorted in chronological order by the date the submission was filed.
In this example, the Entry of Appearance form is located at the end of the report. To see more of the docket, click the down arrow in the scroll bar.

Slide 47

Slide notes: Now we're at the end of the report for our practice case. Notice the Entry of Appearance form at the end of this list.

Also, at the bottom of the report is a PACER Service Center Transaction Receipt. The Client Code we entered when we logged in appears, along with other information, such as the costs involved.

Like the Notice of Docket Activity, you could save or print of a copy of this docket report, if desired. For now, let's just close the docket report by clicking its close button in the upper right-hand corner.

Logout

Slide notes: This would normally take you back to the Event Selection screen where you could file additional documents, if you chose to do so. We'll assume we're done.

It's a good idea to always log out of CM/ECF when you're finished. To do so, click Logout from the CM/ECF main menu.

Slide 49
Slide notes: Now click Logout CM/ECF.

Slide 50

Slide notes: Confirm you want to log out by clicking the Yes button.

Summary

Slide notes: This concludes the lesson module. Before we go, let's summarize. You should now be able to do all the things in this list.

You may exit the lesson or use the playback controls to return to any desired section of the module. When ready, press the Continue button to end the lesson.

Exit the Lesson
Slide notes: Thank you for taking the lesson. Goodbye.